

APPLICATION FOR APPRENTICE FUNERAL DIRECTOR

Individuals applying for a funeral director license by apprenticeship must submit the completed *Application for Funeral Director's License* marked with the application type of apprentice, proof of a high school diploma or equivalent, proof of being at least eighteen (18) years of age, evidence of being a person of good moral character, and the fee of \$213 (\$200.00 application fee and \$13.00 Highway Patrol background check fee).

Once the required information is received and finalized, the applicant will be issued an apprentice registration to work as an apprentice funeral director with an Affidavit of Practical Work form for each eligible Missouri licensed funeral director listed as a supervisor for each licensed funeral establishment listed on the application. **The designated card on the Affidavit of Practical Work form or a copy of such shall be displayed in a conspicuous location accessible to the public at each establishment where the apprentice is working.**

The apprentice funeral director must serve **at least fifteen (15) hours per week for at least twelve (12) consecutive months** under the direct supervision of a Missouri licensed funeral director(s) and must arrange and conduct **at least ten (10) funeral services**. The information for each funeral service will need to be listed on the Affidavit of Practical Work form(s) of the licensed funeral director that directly supervised the funeral service.

If during the apprenticeship, the apprentice should change or add places of employment or funeral directors as supervisors, the apprentice will need to submit an *Update Application for Registration as Funeral Director Apprentice*. That form can be found on the board's website at <http://pr.mo.gov/embalmers-forms.asp>.

The funeral director apprentice registration authorizes the apprentice to engage in the practice of funeral directing only during the period of apprenticeship. **Once the apprenticeship is successfully completed the funeral director apprentice registration shall become null and void.** Any Missouri licensed funeral director who allows a former apprentice who has completed his/her apprenticeship to engage in the practice of funeral directing before the applicant is fully licensed may be subject to discipline for misconduct.

Once an applicant has completed the apprenticeship, they should submit affidavits to the state board office signed and notarized, reflecting at least twelve (12) consecutive months and at least ten (10) funeral services.

The state board office will notify the applicant of eligibility to take the required examinations. The board encourages applicants to take the examinations as soon as possible after the completion of the apprenticeship.

Information relating to specifics of the examination process can be found at The International Conference of Funeral Service Examining Boards' (the Conference) website at <http://www.theconferenceonline.org/> or at (479) 442-7076 or 1885 Shelby Lane, Fayetteville, AR 72704.

Applicants will be required to successfully complete the Missouri Law (LRR) examination with a passing score of seventy-five (75) or better. Applicants will be required to submit proof of successful completion of the National Board Funeral Service Arts examination with a score of seventy-five (75) or better. For applicants that have not completed the National Board Funeral Service Arts examination, successful completion of the Missouri Funeral Service Arts examination with a passing score of seventy-five (75) or better may be submitted.

The State of Missouri examination(s) fees are paid through the Conference as listed below:

Missouri Funeral Service Arts	\$200.00
Missouri Law (LRR)	\$140.00

The Conference has developed a study guide for the Missouri Funeral Service Arts which candidates may purchase to use in preparing for the examination. This information can be found at the Conference's website at <http://www.theconferenceonline.org/> or by contacting their office.

Applicants shall have twenty-four (24) months to successfully complete the requirements for licensure or the application will be cancelled and the applicant will be required to follow the same procedure as any new applicant by submitting a new application and paying all applicable fees.

Applicants should keep the board office informed of any changes in email and mailing address to ensure that correspondence will reach them promptly. Changes can be submitted to the board office by mail or by email to embalm@pr.mo.gov.

If applicants have any questions, please do not hesitate to contact the board office at embalm@pr.mo.gov or (573) 751-0813.